(3) Clinic Admin

Are you the administrator for the clinic?

In this manual you will be known as the **Clinic Admin**.

In your role as Clinic Admin your tasks are to:

Add clinicians to the database

- 1. Edit staff details
- 2. View orders for Zenalysers and ZenDroid computer tablets
- 3. Receive notification of annual recalibration for the Zenalyser (if you wish to)

You will be sent a username (your email address) and a password.

- type <u>data.zenamed.co.uk</u> into the address bar of your computer
- \circ enter your username and password into the ZenaMed Data Portal
- click Log in to enter the ZenaMed Database

You will be taken to the 'Clinics' page. THIS IS YOUR MAIN PAGE

Admin

Hardware
Contact
Log off
Log

1. It is your job to keep the Clinics table up to date

click 'Add' to a member of staff to the clinic and allocate their role i.e. Clinician, PA Admin
 enter the staff member's details, choose their role and click the 'Create' box

To add an *existing clinician* to a new clinic

- click on the number next to 'Number of Clinicians' at the top left of the table ('0' in the example above). You will be given the option to add a new clinician, or to add an existing clinician. To add an existing clinician type in the box the clinician's email address and then get them to enter their password. They will now be added to the new clinic
- > click 'Edit' to edit the details of a clinic including date format and time zone
- click 'View Staff' to view the staff in a clinic. Use the buttons on the right of the table to:
 - o 'Edit' their details
 - o 'Delete' a member of staff
 - o 'Details' to see a staff member's details and their roles



Password		

□ Remember me?

https://data.zenamed.co.uk/



2. You can now move to other pages in the ZenaMed Database:

- click Admin
- click 'My Details'
 - click [Change your password] if you want to
 - click [Change] or [Remove] your telephone contact details
 - click 'Enable' if you want two two-factor authentication to enter the ZenaMed Data Portal i.e. your password (your email address) plus a code
 - if two-factor authentication is enabled the next time you log in you will be asked if you want to receive a code by email or phone
 - o submit your choice
 - the code will then be sent to you
 - \circ enter the code
 - click 'Submit' to enter the ZenaMed Data Portal
 - click [Change notification preferences] if you want to be notified that a Zenalyser is due for annual recalibration
 - click 'Save' button when you have managed each account setting

click Hardware

 click 'View ZenDroids' to see which ZenDroid tablets belong to your clinic

ZenDroid							
UniqueID	Ŧ	Serial Number	Purchasing Authority	Clinic T	Order T		
30002		bc4b2adcabc6a2e9	Keron PA	Keron Clinic 1	10019		
30003		77b899d8a41ad8c2	Keron PA	Keron Clinic 1	10020		
					1 of 1 pages (2 items		

> click 'View Zenalysers' to see which Zenalysers belong to your clinic

Admin 👻 Hardware 👻	Co	ontact							Log off
Zenalysers									
UID T	r	Serial Number 🛛 🔻	Calibrated	Ŧ	Samples Since Calibration	Purchasing Authority	Clinic T	Client T	
Z2344934608001000F8FE					139	Keron PA	Keron Clinic 1	Unassigned	Unassign
Z234493460E002600F8FE					5	Keron PA	Keron Clinic 1	Unassigned	Unassign
									1 of 1 pages (2 items)

You can also see if a Zenalyser is assigned to one client

 Unassign – click if you want to unassign a Zenalyser from a client and free it up for clinic use or for it to be assigned to another client

Admin - Purchasing Authonic - Contact Contact ZenaMed Mitre House Pitt Street West Burslem Stoke on Trent ST6 3JW

click 'Contact' to go to the 'Contact ZenaMed' page



Manage.

Change your account settings

Password: [Change your password]

Phone Number: 07763895656 [Change | Remove] Two-Factor Authentication:

Disabled Enable

Notification Preferences
[Change notification preferences]



Exercises using the ZenMed Database as the Clinic Admin

Enter the ZenaMed Database:

- type data.zenamed.co.uk into the address bar of your computer
- o insert your username (email address) and password into the ZenaMed Data Portal
 - click Log in to enter the ZenaMed Database

Exercise 1: add a clinician to the clinic and allocate the Clinician role to them

Exercise 2: check to see if any of the Zenalysers are assigned to one client - if so, unassign it

Exercise 3: write down the details of the Zenalysers and ZenDroids allocated to your clinics

Exercise 4: change your password

Exercise 5: change your notification preferences so that you will receive an email when a Zenalyser is due for recalibration

Exercise 6: edit a clinic and change the data format and time zone